	<b>Title: Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching</b>	<b>SOP #</b>	IACUC-03
		<b>Version #</b>	1
		<b>Implementation Date</b>	
<b>Page #</b>	1 of 5	<b>Next Review Date</b>	
<b>Department</b>	Institutional Animal Care and Use Committee (IACUC)		

## Standard Operating Procedure

### 1. Purpose

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To establish the policy for Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching.

The Animal Welfare Act Regulations requires training for personnel working with live, vertebrate animals: "All personnel involved with the care and use of animals must be adequately educated, trained, and/or qualified in basic principles of laboratory animal science to help ensure high-quality science and animal well-being."

### 2. Scope

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Pertains to all scientists, research technicians, animal technicians, instructors, and other personnel involved in animal care and use.


### 3. Responsibilities

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The Principal Investigator (PI) is the individual responsible for research and/or teaching project(s) using vertebrate animals and must have a career position at Central Oregon Community College.

- Following protocol approval and prior to any teaching or research activity, the PI will ensure that the personnel listed on the protocol working with live, vertebrate animals understand and adhere to the approved protocol.
- PIs are responsible for ensuring that the personnel working on their protocols are appropriately trained and qualified for the procedures they are performing.
- All training and qualifications will be documented on each individual's Training Record form which will be submitted with the protocol for approval. Copies of training documents will be maintained by the PI.
- Students will be provided information about any health considerations relative to the species with which they will be exposed and health hazards associated with procedures they will be performing.

The IACUC is required by the Animal Welfare Act and Public Health Service Policy to oversee the care and use of animals at Central Oregon Community College.

	<b>Title: Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching</b>	<b>SOP #</b>	IACUC-03
		<b>Version #</b>	1
		<b>Implementation Date</b>	
<b>Page #</b>	2 of 5	<b>Next Review Date</b>	
<b>Department</b>	Institutional Animal Care and Use Committee (IACUC)		

- IACUC reviews and approves Animal Care and Use Protocols and the qualifications of individuals listed on the protocol and Training Record.
- The IACUC may mandate additional training, including species-specific training for individuals or a group of individuals.

#### **4. Procedure**

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1. The Principal Investigator must provide training on the following:
  - a. Animal care and use training: Training on laws and regulations pertinent to animal care and use. This training is obtained through the AALAS Learning Library, Working with the IACUC course. Training must include:
    - i. The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress.
    - ii. Utilization of resources for alternatives to using live animals in research, testing, or teaching. Examples of databases for searching for alternatives:
      1. ALTBIB: Bibliography on Alternatives to Animal Testing (<http://toxnet.nlm.nih.gov/altbib.html>)
      2. University of California Center for Animal Alternatives (<http://guides.lib.ucdavis.edu/animalalternatives/>)
      3. Altweb (<http://altweb.ihsph.edu/>)
      4. Animal Welfare Information Center (AWIC) (<https://awic.nal.usda.gov/alternatives>)
      5. NORINA ([http://oslovet.norecopa.no/fag.aspx?fag=57&mnu=databases\\_1](http://oslovet.norecopa.no/fag.aspx?fag=57&mnu=databases_1))
      6. Consultation with a medical librarian
    - iii. Utilization of resources available to provide information that could prevent unintended and unnecessary duplication of research involving animals (e.g., National Library of Medicine <https://www.nlm.nih.gov/>, ClinicalTrials.gov <https://clinicaltrials.gov/> )
  - b. Animal care: Basic needs and proper handling and care for each animal species.
  - c. Protocol specific training: Training on procedures and techniques listed in the protocol. Proper pre-procedural and post-procedural animal care.
  - d. Personal hygiene: How to reduce the risk of contamination to the person as well as surfaces, other personnel, and other animals. Prohibited activities in animal contact areas, such as eating, drinking, and smoking.
  - e. Personal protective equipment: How to properly select and use personal protective equipment such as gloves, eyewear, lab coats, respirators, etc.



**Title: Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching**

<b>SOP #</b>	IACUC-03
<b>Version #</b>	1
<b>Implementation Date</b>	
<b>Next Review Date</b>	

**Page #**

3 of 5

**Department**

Institutional Animal Care and Use Committee (IACUC)

- f. Animal bites: How to prevent and appropriately respond to an animal bite or similar exposure, including immediate washing and first aid procedures, who to contact, and to whom to report the exposure. Information on response procedures for animal bites must be posted in the laboratory or work area.
- g. Allergies to animals: Training on methods for preventing and treating.
- h. Zoonotic diseases: Inform individuals of zoonotic diseases associated with the species they are working with.
- i. Animal care and husbandry: Awareness of procedures necessary for animal care and husbandry.
- j. Euthanasia: Procedures on the euthanasia method approved in the Animal Care and Use Protocol.
- k. Pain and discomfort, anesthetics and analgesics: How to recognize the signs of pain and discomfort in the species with which each individual will be working and the proper use of the anesthetics and analgesics approved in the Animal Care and Use Protocol.
- l. Aseptic surgery: All individuals performing survival surgery on laboratory animals must be trained in aseptic technique.
- m. Record keeping, monitoring procedures: How to maintain the necessary records and the monitoring procedures for each project.
- n. Injury and illness prevention: How to prevent illness and injury, such as how to read a Safety Data Sheet (SDS), the evacuation plan, etc.
- o. Bloodborne pathogens: How to take the necessary precautions when working with bloodborne pathogens and what procedures to follow when possible contamination has occurred.
- p. Other hazardous materials: Information regarding other hazardous substances such as chemicals and radiation used within the work area. This may include the safety data sheets, personal protection and other pertinent safety information.
- q. Reporting concerns: Methods whereby deficiencies in animal care and treatment are reported, including deficiencies reported by any employee. No employee, committee member, or laboratory personnel shall be discriminated against or be subject to reprisal for reporting violations of any regulation or standard under the Animal Welfare Act.

- 2. Documentation of the above information must be maintained by the Principal Investigator, submitted with the Animal Care and Use Protocol, and be readily accessible by the IACUC staff during area inspections. The "Training Record" should be used to assure all training has been documented and acknowledged by the Principal Investigator and employee. This training document must include:



**Title: Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching**

<b>SOP #</b>	IACUC-03
<b>Version #</b>	1
<b>Implementation Date</b>	
<b>Next Review Date</b>	

**Page #**  
**Department**

4 of 5  
Institutional Animal Care and Use Committee (IACUC)

- a. Name of person(s) conducting training
  - b. Signature of person receiving training
  - c. Date of training
  - d. A brief description of subjects covered
3. The IACUC may mandate additional training, including species-specific training for individuals or a group of individuals, if:
- a. during the initial protocol review process, the need for additional training is identified.
  - b. the procedure in the protocol changes substantially (e.g. changing from non-survival to survival surgery).
  - c. violations of the Animal Care and Use Protocol are identified due to lack of understanding of procedures or insufficient training.

**5. References**

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- 1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eight Edition ([http://www.nap.edu/catalog.php?record\\_id=12910](http://www.nap.edu/catalog.php?record_id=12910)).
- 2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture ([https://www.aphis.usda.gov/animal\\_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf)).
- 3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
- 4. AALAS: Working with the IACUC course (<https://www.aalaslearninglibrary.org/>)
- 5. Training Record

**6. Definitions**

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- 1. AALAS – American Association for Laboratory Animal Science – responsible for assessment and oversight of the institution’s animal care program components and facilities
- 2. IACUC – Institutional Animal Care and Use Committee
- 3. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study



**Title: Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching**

<b>SOP #</b>	IACUC-03
<b>Version #</b>	1
<b>Implementation Date</b>	
<b>Next Review Date</b>	

**Page #** 5 of 5

**Department** Institutional Animal Care and Use Committee (IACUC)

4. Protocol – Animal Care and Use Protocol
5. Safety data sheet – provide comprehensive information about a substance or mixture for use in workplace chemical management

<b>Revision</b>	<b>Author</b>	<b>Revisions Made</b>	<b>Effective Date</b>	<b>Approval</b>
1	Cindy Elston	<ul style="list-style-type: none"><li>• New SOP</li></ul>		
		<ul style="list-style-type: none"><li>•</li></ul>		